

MSP/EMHSD Publication 113 – Local Evacuation and Mass Shelter Planning Handbook
Opportunity to Review and Provide Suggested Revisions to November 2012 Draft
BY NO LATER THAN DECEMBER 28, 2012

The MSP/EMHSD has completed a review draft of the new MSP/EMHSD Publication 113, "Local Evacuation and Mass Shelter Planning Handbook." This document will be posted on the MSP/EMHSD web site (www.michigan.gov/emhsd), under "Emergency Management and Homeland Security Publications," for stakeholder review. The review period will run through Friday, December 28, 2012. Michigan stakeholders are encouraged to visit the web site and take an opportunity to review and provide suggested revisions to the draft document. Suggested revisions (in final format) may be submitted in writing during the open review period to Mr. Tom Weber of the State Support Unit using one of the methods listed in the yellow shaded box below. **Only written responses** will be considered; the telephone should not be used to convey suggested revisions.

The handbook is intended to provide guidance and a format to help local and tribal governments develop a combined Evacuation and Mass Shelter Plan, in support of the jurisdiction's Emergency Operations Plan, as a key catastrophic incident response activity. The handbook addresses Functional Needs Support Services (FNSS) in considerable detail. The handbook is consistent and compliant with the National Incident Management System (NIMS), supports planning and operational recommendations provided by the Federal Emergency Management Agency (FEMA), and meets current Standards under the Emergency Management Accreditation Program (EMAP) related to evacuation and mass sheltering.

When the final document is published, a separate plan development template will also be provided. The template will be identical in content to the handbook but with the explanatory notes in green text boxes and sample text removed so it is ready for local customization.

Suggested revisions can be submitted electronically or handwritten by one of the following methods:

By e-mail: webert1@michigan.gov. Submit electronic revisions in one of the following formats: 1) **green type** inserts or strikethroughs in the text; 2) Microsoft "Track Changes" format; or 3) an e-mail list of revisions in sequential order with corresponding page numbers and paragraph identifiers.

-OR-

By FAX: 517-333-4987, Attn: Tom Weber. This method can be used to submit either electronically revised pages (include ONLY the revised pages, not the entire document) or handwritten notes on hardcopy pages.

-OR-

By mail: Tom Weber, Planning Analyst, State Support Unit, Michigan State Police / Emergency Management and Homeland Security Division, 4000 Collins Road, Lansing, MI 48910. Use this method to submit handwritten notes on hardcopy pages.

IMPORTANT NOTE: The format of this handbook will be undergoing considerable revision while stakeholder reviews are being conducted. We are aware of the formatting issues and are taking steps to address them. At this juncture, we ask that you please focus your review on the document **content** rather than format. Thank you.

Questions about the draft document or this review process should be submitted **in writing** to Tom Weber at the e-mail address above. Once the document is finalized in January, the MSP/EMHSD will make it available electronically to local and tribal stakeholders and other parties that may benefit from or be affected by its implementation.

Thank you in advance for your assistance with this important emergency planning effort.

This document is provided as **guidance only**. Local and tribal governments are free to **use or not use** it as deemed appropriate. For jurisdictions without an Evacuation and Mass Shelter Plan, the handbook and template can provide a solid starting point to develop a plan. For jurisdictions with established Evacuation and Mass Shelter plans, the handbook can serve as a check to ensure that critical planning and operational elements have been adequately addressed. For jurisdictions somewhere in between, the handbook provides an additional source for background information and format suggestions.

